

## **City of Torrance – Torrance Fire Department**

**Title:** Auxiliary Fire Fighter

**Location(s):** Fire Prevention Office and all Torrance Fire Stations

### **Position Overview and Impact:**

The Torrance Fire Department Auxiliary Fire Fighter is an unpaid internship program that provides Fire Academy graduates an opportunity to apply their acquired skills and gain insight, while preparing for a fire service career. Under close supervision with a commitment to personal safety as well as the safety of others, Auxiliary Fire Fighters respond to emergencies, assist with Fire prevention inspections, and maintain apparatus, equipment and stations. They also participate with training and public education.

Torrance Fire Department is proud to have Class One rating since 1995 by the Insurance Services Office. This rating is the highest possible rating that can be given to any fire department nationwide. Class One represents exemplary fire protection in the community. The Department is rated in the areas of operations, water supply system, and emergency communications system.

### **Key Responsibilities:**

*The following duties represent the principal job duties; however, they are not all inclusive.*

- Responds to fires, fire alarms and other emergency incidents as an observer.
- Assists with Fire Prevention inspections.
- Cleans and assists with servicing of fire-fighting equipment.
- Assists in the maintenance of clean and orderly conditions in and about fire stations.
- May perform supervised maintenance on fire hydrants, apparatus, and facilities.
- Studies Fire Department rules and regulations, fire hazards and fire-fighting techniques.
- Attends drills and staff conferences as requested.
- Participates in training sessions and practice drills.
- Maintains personal physical fitness by participating in job related physical training.
- Obeys orders of superiors.

## **Requirements:**

Knowledge of -

- English grammar and composition.
- Mathematical calculations.
- Effective customer service techniques.

Ability to -

- Understand and act in accordance with departmental policies, rules, instructions and written material in the field of fire fighting.
- Ability to work in a paramilitary environment.
- Learn and apply basic fire fighting and rescue techniques and procedures.
- Comprehend written material in the field of fire fighting.
- Perform mathematical calculations.
- Remain calm in emergencies.
- Understand and carry out oral and written directions.
- Provide effective customer service.
- Establish and maintain effective and cooperative working relationships with City employees and the general public.
- Learn and utilize new skills and information to improve job performance and efficiency.
- Operate office equipment including computer software and hardware (currently in use by the City).

## **Licenses, Certifications and Education:**

- California Emergency Medical Technician 1 Certification with Los Angeles County EMT Scope of Practice.
- Valid California Driver License.
- Graduation from a California Certified Fire Academy.

## **Time Commitment:**

- One year of unpaid volunteer service. (October – September)
- 24-hour shift per week.

## **Benefits of Volunteering:**

When you successfully complete this training program, participants will be equipped to enter a career as a Fire Fighter and eligible for:

- Possibility of financial assistance towards a paramedic training program.
- Potential priority status in paramedic training.
- Opportunity for promotional consideration as a Torrance Fire Fighter.

- At the completion of one year of service, the Auxiliary Firefighter will be eligible for Firefighter I Certification from the Office of the State Fire Marshal.

**Contact Person(s):**

- Sally Oliver, Senior Business Manager, 310-781-7000
- Megan Chan, City of Torrance Volunteer Coordinator, 310-618-2956

**Selection Process:**

If you are interested in participating in the internship program, please submit an application form and autobiography that describes your education, training, experience, and why you are interested in a fire science career. You may apply online at <https://www.volgistics.com/ex/portal.dll/ap?AP=671916624> and submit the autobiography to [SOliver@TorranceCA.Gov](mailto:SOliver@TorranceCA.Gov). For questions about the application process, contact (310) 618-2956 for more information.

The selection process will consist of an application review, written test, interview, and physical ability test. If selected to participate in the training program, you will be required to pass a medical examination, and a background investigation.